

Substitute Receptionist Temporary and On-Call

Big Valley Grace Community Church worships every weekend in multi-generational gatherings, connects in authentic community, grows in obedience to God's Word, serves others with our God-given talents, and reaches our local and global communities with the love of Jesus.

THE POSITION

BVGCC is seeking additional substitute receptionists to serve as receptionist when needed. Church office hours are 9:00 AM to noon & 1:00 to 5:00 PM, Monday - Thursday. A receptionist is needed to work on-site during these times. BVG church membership is required for employment.

Substitutes are contacted days or weeks in advance to cover scheduled vacations and employee meetings and may be contacted on very short notice (1-2 hours) in the event of an unplanned absence or illness. Due to the last-minute nature of on-call needs, substitutes are not required to be always available. Rather, they are requested to be available when possible.

RESPONSIBILITIES

Reporting to the Office Manager, the Substitute Receptionist is responsible for receiving all telephone calls, visitors, and deliveries to the church office. This position also assists the Office Manager and other staff members with various projects, as needed.

QUALIFICATIONS

The successful candidate will have excellent customer service and communication skills and will work well autonomously, being flexible and positive. This position must follow protocols and exercise good judgment and discretion at all times. Excellent people skills and attention to detail are essential.

SKILLS & EXPERIENCE

- Receptionist, customer service, or office experience required
- Experience using a multi-line phone
- Basic computer skills: proficiency using a PC, email, and Internet
- Typing: minimum 30 wpm
- Familiarity with BVGCC ministries
- Ability to read and follow instructions
- Reliable transportation to and from BVGCC
- Able to lift and carry up to 25 lbs.; sit and stand for long periods of time; see, hear, and speak clearly; read and write English proficiently

OTHER GENERAL EXPECTATIONS

- Exhibit professionalism, conscientious work ethic, and ability to work in a variety of settings and circumstances, with composure and flexibility
- Maintain confidentiality and anonymity, as appropriate
- BVGCC membership and personal relationship with Christ

APPLICATION PROCEDURES

Applicants should submit a completed BVGCC employment application to HR@bvg.org or in person at the Church Office.

For further information, please contact Hrayr Santourian at 209-577-1604.

Applicants may be subject to credit check and reference check.